

# Goddard Space Flight Center

## Exit Clearance Record

(For use at Greenbelt, GISS, and IV&V. WFF employees use form GSFC 17-26W.)



NAME \_\_\_\_\_ ORGANIZATION CODE \_\_\_\_\_

LAST DAY OF DUTY \_\_\_\_\_ EFFECTIVE DATE \_\_\_\_\_

CHECK ONE: ☐ RESIGNATION      ☐ RETIREMENT      ☐ REASSIGNMENT (to another NASA Center)  
☐ TRANSFER (within Federal Government/outside NASA)      ☐ OTHER (Specify)

### NOTICE

All Goddard employees terminating their employment must satisfy exit clearance requirements so that they may be apprised of their employment related entitlements and obligations. Supervisors and departing employees are responsible for ensuring that exit clearance instructions are satisfied.

### INSTRUCTIONS

Part I must be cleared by the departing employee in person on their LAST DAY of duty. Part II clearance areas should be done by telephone. Either the supervisor or person designated by the supervisor will complete Part II. **PART II IS NOT TO BE COMPLETED BY THE DEPARTING EMPLOYEE.** As each area is cleared by telephone, initials and dates should be recorded in the space provided. Part II clearance area should be completed a week or so prior to the employee's actual departure date so that any outstanding obligations can be resolved prior to the date the employee physically leaves the Center.

**EMPLOYEES** are responsible for compliance with all Exit Clearance requirements. The completed form should be left with a Security Official after clearance.

**PART I – CLEARANCE AREAS** must be cleared in person by the departing employee on their LAST DAY of duty.

#### OFFICE OF HUMAN CAPITAL MANAGEMENT (Building 1)

**CLEARED**

1. Arrange and appointment with your servicing Human Resources Specialist (HRS) or designee for an Exit Interview. (<http://ohr.gsfc.nasa.gov> for current HR list) \_\_\_\_\_
2. HRS ensures that service agreements (PCS, Relocation, Recruitment, etc.) have been satisfied. \_\_\_\_\_
3. Obtain departure information concerning employment and employee benefits. \_\_\_\_\_

\_\_\_\_\_  
Printed Name and Signature of HRS Official & Date

#### PROPERTY MANAGEMENT BRANCH (Building 16W, Room S060 **OR** S061, x6-7644)

\_\_\_\_\_  
Printed Name and Signature of Property or Designee & Date

#### TRAVEL ACCOUNTING (Building 17, Room N-137, x6-5925)

**CLEARED**

1. Travel \_\_\_\_\_
2. Government Charge Card \_\_\_\_\_

\_\_\_\_\_  
Printed Name and Signature of Travel Official & Date

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**PART I** (Continued)

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**PAYROLL** (Building 17, Room N-140, x6-5141, x6-5938, x6-4234)**CLEARED**

1. Bonds \_\_\_\_\_
2. Leave (Turn in Signed T&A Card) \_\_\_\_\_

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Printed Name and Signature of Payroll Technician & Date

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**SECURITY (BUILDING 9)****CLEARED**

1. Security Debriefing \_\_\_\_\_
2. Badges - Returned \_\_\_\_\_
3. Public Key Infrastructure (PKI) \_\_\_\_\_
4. Keys and Keycards – Returned (Transfer Is Not Authorized) \_\_\_\_\_
5. Safe - Primary or Alternative Custodian \_\_\_\_\_
6. Classified Materials (Returned/Transferred/Destroyed) \_\_\_\_\_
7. COMSEC Materials Returned (i.e., Secure Phone and Key) \_\_\_\_\_
8. Cryptographic (CRYPTO) Debriefing \_\_\_\_\_

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Printed Name and Signature of Security Official & Date

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**PART II – CLEARANCE AREAS** should be satisfied by Supervisor or designee by phoning each area. The departing employee shall NOT complete Part II. (Please have all areas cleared **BEFORE** departing employee's last day)

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AREA AND TELEPHONE NUMBER	INITIAL OF SUPERVISOR OR DESIGNEE	DATE
1. HEALTH AND SAFETY (EQUIPMENT) x6-6296		
2. HEALTH UNIT (MEDICAL FOLDER REVIEW) x6-6666		
3. LIBRARY (BOOKS) x6-7217		
4. PROPERTY CUSTODIAN (CHARGED PROPERTY)		
5. EMPLOYEE DEVELOPMENT (TRAINING OBLIGATIONS) x6-9122		
6. TELEPHONE CREDIT x6-4883		
7. TRANSPORTATION (PASSPORT, VISA'S) x6-7678		
8. PROCUREMENT (PURCHASE CREDIT CARD) x6-4915)		
9. RECORDS MANAGEMENT X6-7976, X6-4157		
10. CODE 700 SUPPORT DESK (SECURID TOKEN) x6-7342		

**PLEASE LEAVE THIS FORM WITH THE SECURITY OFFICIAL**